

CITY OF PLEASANT HILL

PHONE (925) 671-5209 FAX (925) 682-9327

www.pleasanthill.ca.gov

100 Gregory Lane Pleasant Hill, CA 94523

MAJOR SUBDIVISION SUBMITTAL REQUIREMENTS

(excluding Architectural Review)

The submitted information must accompany each major subdivision application for the application to be deemed complete. The staff will review the submittal requirements with each applicant to ensure the most efficient processing and to see if any submittal requirements can be reduced or waived. The submittal information is described in detail below.

The submittal information shall be provided to the Public Works and Community Development Department. All submittal information shall be presented along with the Public Works and Community Development Department's application form, related fees, and any additional information required by the department before the application can be accepted as complete. Note: The City reserves the right to impose additional submittal requirements that is deemed relevant to the project.

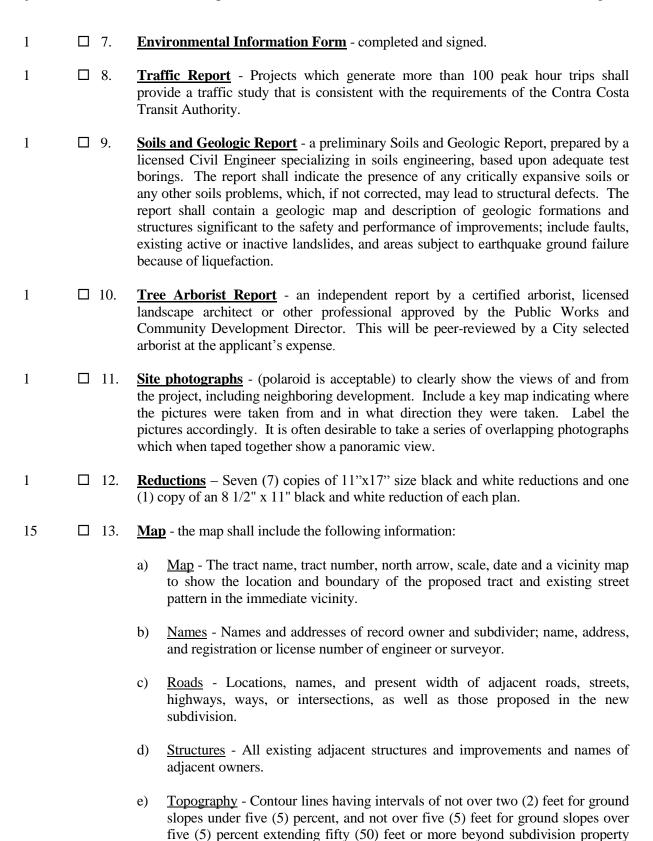
Size limit: Plans should be no larger than 24" x 36" trimmed.

Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

<u>Scale</u>: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

SUBMITTAL REQUIREMENTS BY NUMBER:

f C <mark>opies</mark>		
1	1.	<u>Application form</u> - completed and signed.
1	2.	Deposit and Cost Recovery - A deposit of \$10,000 shall be required to be submitted to the City. The application will be processed through a cost recovery method and may exceed or be less than the deposit amount.
1	3.	<u>Location map</u> - indicating the subject parcel(s) and adjacent streets.
1	4.	<u>Title report</u> - a preliminary title report for all parcels, prepared within three months prior to filing the application.
1	5.	<u>Written statement</u> - describing the project in detail and what the reasons are for the project including the city's potential benefits and costs. For appeals, the written statement should contain the reasons for the appeal and the exact decision or conditions that are being appealed.
1	6.	Participant Disclosure Form - completed and signed.



lines. Within the hillside areas, contours of existing and proposed grading and required cross-sections shall be shown on a tentative map. The plan shall show

existing contours on these properties surrounding the subject property.

- f) <u>Curves</u> Approximate centerline radii of all curves.
- g) Geotechnical Approximate location of areas of existing slides, slips, and sump areas subject to inundation or storm water overflow and of all areas covered by water courses.
- h) <u>Utilities</u> Approximate street grade and storm drain locations (existing and proposed), and sanitary sewers (existing and proposed) to be shown.
- i) <u>Public areas</u> areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
- j) <u>Easements</u> Show all easements of record, including sufficient recording data to identify the conveyance (book and page of official records).
- k) Roads The edges of pavements of existing paved roads, driveways, and edges of existing travelways within public rights-of-way and easements or within private common rights-of-way.
- 1) Elevation Show bench mark based on U.S.C. & G.S. datum 1929.
- m) Lots Lot layout, dimensions and area of each lot.
- n) <u>Trees</u> The location and species of all existing trees within the boundaries of the subdivision which have a trunk diameter of four (4) inches or greater measured at two (2) feet above the ground.
- o) <u>Roadway geometrics</u> Typical geometric sections for streets showing pavement width, curbs, sidewalks, grading in marginal strip, median strips, slopes of cuts and fills, and other construction proposed or applicable.
- p) <u>Features</u> building appurtenances and features including balconies, decks, landscaping, stairs, and roof lines to be shown.
- q) <u>Phasing</u> potential phasing limits of the project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities, and open space.
- r) <u>Coverage</u> tabulation of building, landscaping, open space, and paving.

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 $S: \ MASTERS \& FORMS \ PLANNING FORMS \ 2007 \ Front Counter Application Forms \ Word Documents \ 28 Major SubSubmt. doc Rev \ 12/07 \ Port \ Port$